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ABSTRACT

This practical guide for all working women shows the reader how to recognize the barriers likely to confront her and to find the most effective way of breaking through. Chapter 1 summarizes causes of the glass ceiling and provides pointers on recognizing which situations are likely to cause problems. Chapter 2 helps the reader to understand her position within the organization and how she fits into the particular field of work or working pattern she has chosen or finds herself. Chapter 3 focuses on women and work--nontraditional careers, home-based employment, self-employment, public life, voluntary work, and where the jobs will be in the future. Chapter 4 deals with establishing good relationships and influence with the people who matter to progress through the glass ceiling. Chapter 5 focuses on the roles women play, including role conflict, choosing a role, mentoring, and networking. Chapter 6 discusses how to balance work and home. Chapter 7 considers sexual discrimination, positive action, racial discrimination, age, coping with disability, harassment, and stress. Career planning is the focus of chapter 8. It addresses finding direction, setting goals, seeking out opportunities, and training. Each chapter is broken down into sections covering specific issues with discussion, case studies, practical exercises, and tips for coping with the topics covered. Appendixes include a personality traits questionnaire, 13 references, print and organizational resources, and index. (YLB)

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